

~~CONFIDENTIAL~~

20 December 1957

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 18 December 1957

1. Contributions

a. Tangible

- (1) Twenty-nine new and revised forms were completed.
- (2) Fifty-one cu. ft. of records were received by the Records Center and 45 cu. ft. were destroyed.
- (3) The Subject-Numeric Filing System has been installed in 35 of the 37 organizational units in the Industrial Division, OHR.
- (4) Arrangements have been made to substitute non-safe file equipment for safes now in the Vital Materials Repository and relocate 21 safes to stock.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel. ✓
- (2) Office of Operations. Completed schedule is being coordinated in the Division.

b. Installation of Filing Systems.

- (1) Two more installations are to be made in the Industrial Division, OHR.
- (2) Office of Personnel. Installation being made in Personnel Evaluation Division. ✓

c. Thirty-three ^{new} and revised forms in process.

d. Forms Management Survey, Printing Services Division.

e. Survey of Personnel-type Vital Records.

f. Shelf File Installations.

(1) Map Library Division/ORE. Floor plans are now being developed. ✓

(2) Medical Staff. A floor plan is being developed. ✓

g. Review of Requisitions for Filing Equipment.

h. Assignments - Inactive

a. CI/OA Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Office of Security, Shelf File.

d. Film Index Graphics Register, Special Card File.

e. Equipment Index (Cards), Engineering Division/Comms. X

h. Devs

None

25X1

25X1

25X1

Hgt/ S/PIS/ (20 Dec 57)

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